EPSON®

24-Pin Dot Matrix Printer

LQ-680/LQ-680Pro

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User's Guide

FCC Compliance Statement For United States Users

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio and television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures.

- ❑ Reorient or relocate the receiving antenna
- ❑ Increase the separation between the equipment and receiver
- ❑ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- ❑ Consult the dealer or an experienced radio/TV technician for help.

WARNING

The connection of a non-shielded equipment interface cable to this equipment will invalidate the FCC Certification of this device and may cause interference levels which exceed the limits established by the FCC for this equipment. It is the responsibility of the user to obtain and use a shielded equipment interface cable with this device. If this equipment has more than one interface connector, do not leave cables connected to unused interfaces.

Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

For Canadian Users

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

DECLARATION of CONFORMITY

According to 47CFR, Part 2 and 15 for Class B Personal Computers and Peripherals; and/or CPU Boards and Power Supplies used with Class B Personal Computers:

We:	EPSON AMERICA, INC.
Located at:	MS 6-43 3840 Kilroy Airport Way Long Beach, CA 90806-2469 Telephone: (562)290-5254

Declare under sole responsibility that the product identified herein, complies with 47CFR Part 2 and 15 of the FCC rules as a Class B digital device. Each product marketed, is identical to the representative unit tested and found to be compliant with the standards. Records maintained continue to reflect the equipment being produced can be expected to be within the variation accepted, due to quantity production and testing on a statistical basis as required by 47CFR §2.909 Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Trade Name:	EPSON
Type of Product:	Dot Matrix Printer
Model:	P220A/P220B

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Control Panel Buttons and Lights

□ = On
☐ = Flashing
■ = Off

Font button
Selects the font.

Condensed button
Turns on and off the condensed mode.

Reset
When you press both the Font and Condensed buttons simultaneously, the printer clears its buffer and return to its default settings.

Tear Off/Bin button (LQ-680)
- Advances continuous paper to the tear-off position.
- Feeds continuous paper backward from the tear-off position to the top-of-form position.
- Selects a cut-sheet feeder bin.
- Turns on the card mode to print on postcards and envelopes.

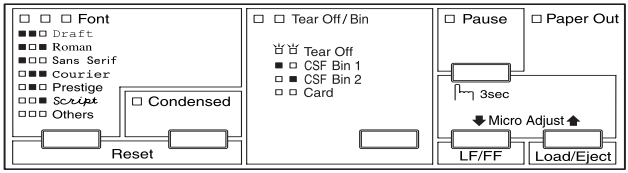
Tear Off/Bin lights (LQ-680)
- ☐ ☐ when continuous paper is in the tear-off position.
- ■ □ when bin 1 of the optional cut-sheet feeder is selected.
- □ ■ when bin 2 of the optional cut-sheet feeder is selected.
- □ □ when the printer is in the card mode.

Pause button
Stops printing temporarily, and resumes printing when pressed again. When pressed for three seconds, turns on the *micro adjust mode. To turn off, press again.

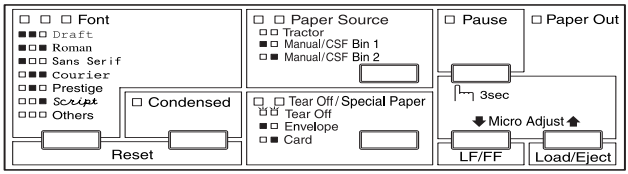
Pause light
- On when the printer is paused.
- Flashes when the printer is in the *micro adjust mode.
- Flashes when the print head has overheated.

Paper Out light
- On when no paper is loaded in the selected paper source or paper is not loaded correctly.
- Flashes when paper has not been fully ejected or a paper jam has occurred.

LQ-680



LQ-680Pro



Paper Source button & lights (LQ-680Pro)
Select a paper source. See Chapter 2.

Tear Off/Special Paper button (LQ-680Pro)
- Advances continuous paper to the tear-off position.
- Feeds continuous paper backward from the tear-off position to the top-of-form position.
- Turns on the card mode or envelope mode.

Tear Off/Special Paper lights (LQ-680Pro)
- ☐ ☐ when continuous paper is in the tear-off position.
- ■ □ when the printer is in the card mode.
- □ ■ when the printer is in the envelope mode.

***Micro Adjust mode**
When you hold down the Pause button for three seconds, the printer enters the micro adjust mode. In this mode, you can press the LF/FF⬇ and Load/Eject⬆ buttons to adjust the top-of-form or tear-off position. See Chapter 2.

LF/FF button
- Feeds paper line by line when pressing shortly.
- Ejects a single sheet or advances continuous paper to the next top-of-form position when held down.

Load/Eject button
- Loads a single sheet of paper.
- Ejects a single sheet of paper if a sheet is loaded.
- Loads continuous paper from the standby position.
- Feeds continuous paper backward to the standby position.

Getting to Know Your Printer

Your EPSON® LQ-680/LQ-680Pro 24-pin dot matrix printer provides high-quality printing and great performance in a compact design.

Features include:

- ❏ The ability to handle a wide range of paper types, including continuous paper, multipart forms with one original and up to five copies, labels, single sheets, envelopes, and postcards
- ❏ High-speed printing of up to 413 cps (characters per second) at 10 characters per inch

Your printer also comes with printer driver software, the EPSON Status Monitor 3 utility for Microsoft® Windows® 98, 95, 2000 and NT 4.0, that lets you check the status of your printer quickly and easily, and other software. In addition, many other options are available to suit your individual needs.

Important Safety Instructions

Read all of these instructions and save them for later reference. Follow all warnings and instructions marked on the printer.

- ❏ Do not place the printer on an unstable surface or near a radiator or heat source.
- ❏ Place the printer on a flat surface. The printer will not operate properly if it is tilted or at an angle.
- ❏ Do not block or cover the openings in the printer's cabinet. Do not insert objects through the slots.
- ❏ Use only the type of power source indicated on the printer's label.
- ❏ Connect all equipment to properly grounded power outlets. Avoid using outlets on the same circuit as photocopiers or air control systems that regularly switch on and off.
- ❏ Do not use a damaged or frayed power cord.
- ❏ If you use an extension cord with the printer, make sure the total ampere rating of all devices plugged into the extension cord does not exceed the cord's ampere rating. Also, make sure the total of all devices plugged into the wall outlet does not exceed the wall outlet's ampere rating.
- ❏ Unplug the printer before cleaning, and clean it with a damp cloth only.
- ❏ Do not spill liquid on the printer.
- ❏ Except as specifically explained in this guide, do not attempt to service the printer yourself.

❏ Unplug the printer and refer servicing to qualified personnel under the following conditions:

If the power cord or plug is damaged; if liquid has entered the printer; if the printer has been dropped or the cabinet damaged; or if the printer does not operate normally or exhibits a distinct change in performance. Adjust only those controls that are covered by the operating instructions.

❏ Printer parts marked with this symbol may be hot. Turn off the printer and let it cool for a few minutes before you touch any printer part marked with this symbol.

❏ If you plan to use the printer in Germany, observe the following:

To provide adequate short-circuit protection and over-current protection for this printer, the building installation must be protected by a 10 or 16 amp circuit breaker.

Note for German-speaking users:
Bei Anschluss des Druckers an die Stromversorgung muss sichergestellt werden, dass die Gebäudeinstallation mit einer 10 A- oder 16 A-Sicherung abgesichert ist.

Print Head Caution Symbol

The symbol on the print head indicates that this part may be hot. Never touch the print head just after the printer has been used. Let the print head cool for a few minutes before touching it.

ENERGY STAR Compliance

As an ENERGY STAR Partner, EPSON has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

The International ENERGY STAR Office Equipment program is a voluntary partnership with the computer and office equipment industry to promote the introduction of energy-efficient personal computers, monitors, printers, fax machines, copiers, and scanners in an effort to reduce air pollution caused by power generation.

For United Kingdom Users

Use of options

Epson (UK) Limited shall not be liable against any damages or problems arising from the use of any options or consumable products other than those designated as Original EPSON Products or EPSON Approved Products by Epson (UK) Limited.

Safety information

Warning:
This appliance must be earthed. Refer to the rating plate for voltage and check that the appliance voltage corresponds to the supply voltage.

Important: *The wires in the mains lead fitted to this appliance are coloured in accordance with the following code:*

Green and yellow — Earth
Blue — Neutral
Brown — Live

If you have to fit a plug:
As the colours of the mains lead of this appliance may not match coloured markings used to identify the terminals in a plug, please proceed as follows:

The green and yellow wire must be connected to the terminal in the plug which is marked with the letter E or the Earth symbol (⏚).

The blue wire must be connected to the terminal in the plug marked with the letter N.

The brown wire must be connected to the terminal in the plug marked with the letter L.

If damage occurs to the plug, replace the cord set or consult a qualified electrician.

Replace fuses only with a fuse of the correct size and rating.

Warnings, Cautions, and Notes

This guide uses the following conventions:

Warnings *must be followed to avoid bodily injury.*

Cautions *must be observed to avoid damage to your equipment.*

Notes *contain important information and useful tips on the operation of your printer.*

Chapter 1

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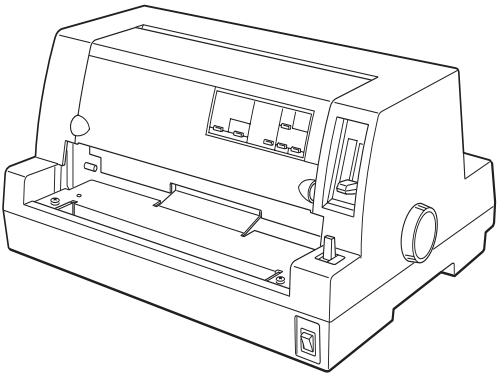
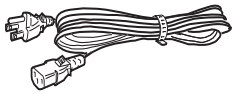
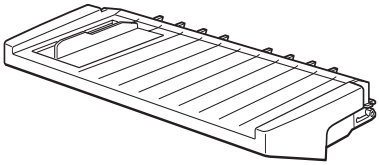
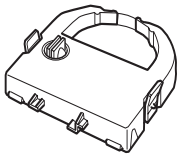
Unpacking the Printer

Besides this guide, your printer box should include an EPSON printer software CD-ROM, a Notice Sheet, and the following items:









Note:
Depending on your printer model, the power cord may be permanently attached to the printer. Also, the shape of the power cord plug varies depending on the country of purchase; be sure the plug you have is the right one for your location.

Caution:
There are several models of the printer designed for different voltages, and it is not possible to adjust the printer for use with another voltage. If the label on the back of the printer does not show the correct voltage for your country, contact your dealer.

You must remove all protective materials packed around and inside your printer before you set it up and turn on the power. Follow the directions on the Notice Sheet (packed with the printer) to remove these materials.

Save all packing and protective materials in case you need to ship the printer in the future. It should always be transported in its original packaging or equivalent materials.

Choosing a Place for the Printer

Follow the guidelines below when selecting a location for your printer.

- ❏ Place the printer on a flat, stable surface. The printer will not operate properly if it is tilted or at an angle.
- ❏ Leave adequate room around the printer for easy operation and maintenance.
- ❏ Avoid using or storing the printer in places subject to rapid changes in temperature and humidity. Keep it away from direct sunlight, strong light, heat sources, or excessive moisture or dust.
- ❏ Avoid places subject to shocks and vibrations.
- ❏ Place the printer near a wall outlet where you can easily unplug the power cord.

Note for French-speaking users:
Placez l'imprimante près d'une prise de contact où la fiche peut être débranchée facilement.

- ❏ Avoid electrical outlets controlled by wall switches or automatic timers. An interruption of power can erase information in the memory of your printer or computer. Also avoid outlets on the same circuit as large motors or other appliances that can cause voltage fluctuations.

- ❏ Keep the entire computer system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.

- ❏ Use a grounded power outlet; do not use an adapter plug.

- ❏ Make sure the paper path is clear and unobstructed before you print on continuous paper.

- ❏ Position your printer's power cord and interface cable so they do not interfere with paper feeding.

If you plan to use a printer stand, follow these guidelines:

- ❏ Use a stand that supports at least 20 kg (44.1 lb).

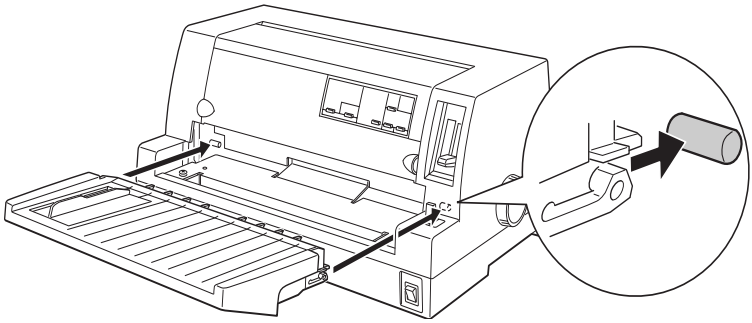
- ❏ Never use a stand that tilts the printer. The printer should always be kept level.

- ❏ If possible, secure the printer's power cord and interface cable to a leg of the printer stand so they do not interfere with paper feeding.

Assembling the Printer

Attaching the paper guide

To attach the paper guide, slide the slots on the paper guide all the way onto the mounting pegs in the printer as shown below.



Plugging in the Printer

1. Make sure the printer is turned off.

2. Check the label on the back of the printer to make sure its voltage matches that of your electrical outlet. Also make sure the plug on your printer's power cord matches your electrical outlet.

   Warning:
   It is not possible to change the printer's voltage. If the rated voltage and your outlet voltage do not match, contact your dealer for assistance. Do not plug in the power cord.

3. If the power cord is not attached to the printer, plug the appropriate end into the AC inlet on the back of the printer.

4. Plug the power cord into a properly grounded electrical outlet.

Connecting the Printer to Your Computer

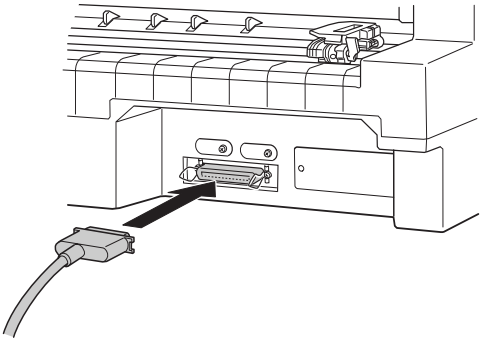
Your printer has a standard IEEE-1284 compatible parallel interface connection and an optional interface.

If your computer requires a different type of printer interface, try one of the Type B optional interfaces described in "Optional interface cards" on page A-19.

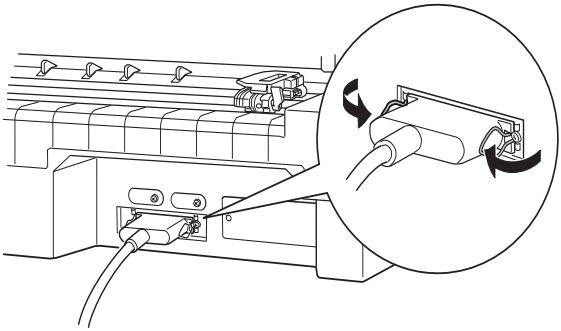
Follow the steps below to connect the printer to your computer using a parallel interface connector, or a ground wire connector.

1. Make sure both the printer and computer are turned off.

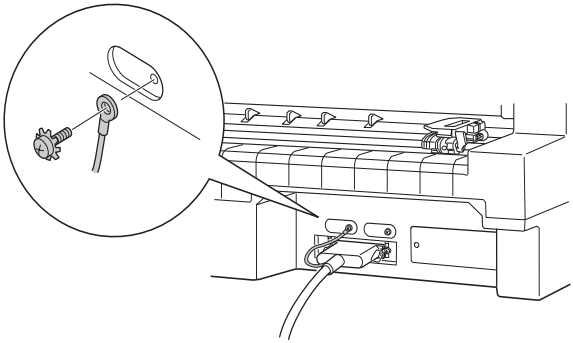
2. Plug the cable connector securely into the parallel interface connector.



3. Squeeze the wire clips together until they lock in place on both sides of the connector.



4. If your cable has a ground wire, connect it to the printer's ground connector as shown below.



5. Plug the other end of the cable into the computer.

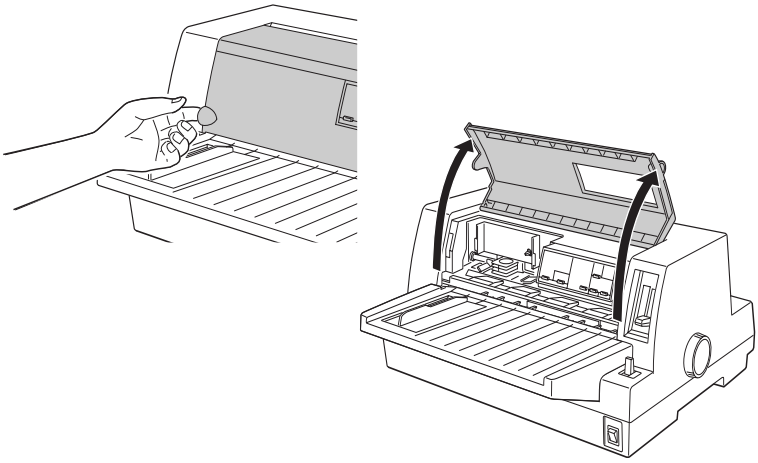
Installing or Replacing the Ribbon Cartridge

EPSON recommends the use of genuine EPSON Ribbon Cartridges (S015016).

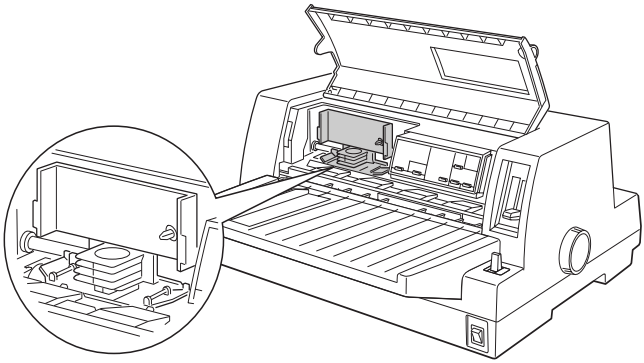
Warning:
You may touch the print head by hand to install or replace the ribbon cartridge. If you have just used the printer, the print head may be hot; let it cool for a few minutes before proceeding.

1. Make sure the printer is turned off.

2. Open the printer cover by gently lifting up the notch on the both sides.



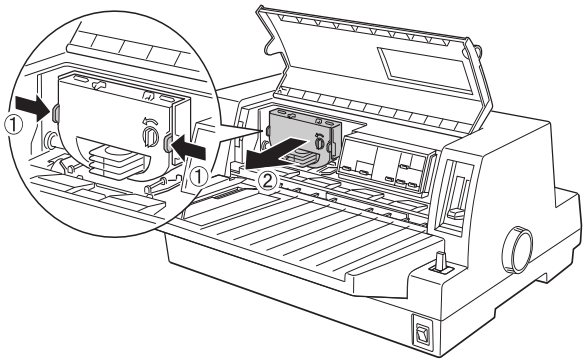
3. The print head should be in the replacement position indicated by an indentation in the front metal plate, as shown below.



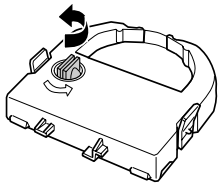
If it is not, close the printer cover and turn the printer on to move the print head to the replacement position. Wait a few seconds, then turn the printer off again and open the printer cover.

Caution:
Following the steps below while the printer is turned on can damage the printer.

4. If a used ribbon cartridge is already installed, squeeze the tabs on each side of the cartridge, and pull the cartridge out of the printer. Properly dispose the used ribbon and cartridge.

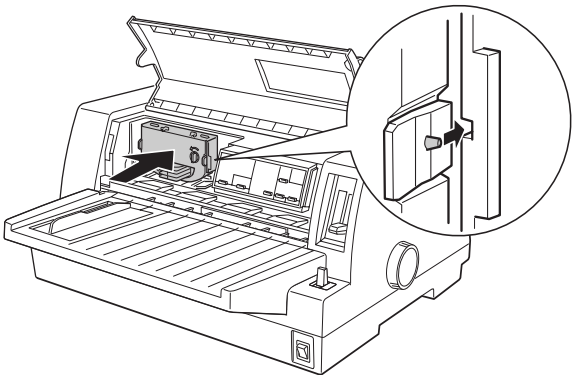


5. Turn the ribbon-tightening knob on the new cartridge in the direction of the arrow to take up any slack in the ribbon.

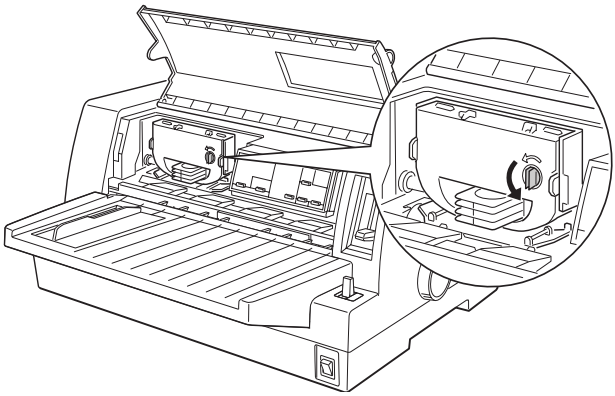


6. Hold the ribbon cartridge with the exposed ribbon down and the ribbon-tightening knob facing you, and guide the ribbon under the print head. Then snap the cartridge into place so that the tabs on both sides of the cartridge fit into the notches in the cartridge holder.

7. Hold the ribbon cartridge by its handle and push it firmly down into position; then press on both ends of the cartridge to make sure the plastic hooks fit into the slots.



8. Turn the ribbon-tightening knob again to remove any slack in the ribbon and to make sure the ribbon moves freely.



9. Close the printer cover.

Note:
The printer pauses and cannot print when the printer cover is open.

Installing the Printer Software

After you connect the printer to your computer, you need to install the software included on the EPSON printer software CD-ROM shipped with your printer.

Your printer software includes:

- ❏ Printer driver
  The printer driver is the software that runs, or "drives," your printer. With it, you can make printer settings such as print quality, resolution, and paper size.

- ❏ EPSON Status Monitor 3 (for Windows 98, 95, 2000 and NT 4.0)
  The EPSON Status Monitor 3 notifies you of printer errors and displays printer status information.

- ❏ EPSON Remote! (a DOS-based printer setup utility)
  The EPSON Remote! utility allows you to easily change the printer's default settings from the computer screen. See "Using the EPSON Remote! Utility" on page 3-19.

To install the printer software, see "Installing the printer software in Windows 98, 95, 2000, or NT 4.0" or "Installing the printer software in Windows 3.1 or NT 3.5x" in this section. If you are using DOS, see "For DOS programs" on page 1-16.

Installing the printer software in Windows 98, 95, 2000, or NT 4.0

Follow the steps below to install the printer software in Windows 98, 95, 2000, or NT 4.0:

Note:

- ❏ *Installing the printer software for Windows 2000 or NT 4.0 may require administrator privileges. If you have problems, ask your administrator for more information.*
- ❏ *If you wish to make a diskette version of the printer software on your CD-ROM, insert the CD and run the EPSETUP program. In the dialog box that appears, click the* Driver disk creation utility *button and follow the on-screen instructions.*
- ❏ *If you are using the diskette version of the EPSON software, make a backup copy of the EPSON printer software disk or disks before you begin installation.*
- ❏ *If the New Hardware Found screen or any other wizard appears when you turn on your computer, click* Cancel *and follow the steps below.*
- ❏ *If the Digital Signature Not Found screen appears, click* Yes. *If you click* No, *you must reinstall the printer driver as described below.*
- ❏ *Installation time varies depending on your computer.*

1. Make sure Windows 98, 95, 2000, or NT 4.0 is running and the printer is off.
2. Insert the printer software CD-ROM in the CD-ROM drive. The Install dialog box appears. (If you are using diskettes, insert the diskette in a disk drive, then double-click the Drive icon and double-click the Setup.exe icon.)

3. Click Install to start the printer software installation.

4. Select your printer from the list, then follow the instructions on the screen.

When you install the printer driver on Windows 98, 95, 2000 or NT 4.0, EPSON Status Monitor 3 will also be installed.

For information on opening and using the software, see Chapter 3, "Using the Printer Software."

Installing the printer software in Windows 3.1 or NT 3.5x

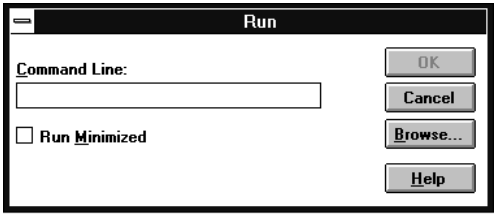
Follow the steps below to install the printer software in Windows 3.1 or NT 3.5x systems.

Note:
Installing the printer software on Windows NT 3.5x may require administrator privileges. If you have problems, ask your administrator for more information.

1. Make sure Windows is running and the Program Manager window is open.

2. Insert the printer software CD-ROM shipped with your printer in the CD-ROM drive. (If you are using diskettes, insert Disk1 of your printer software in a disk drive.)

3. Choose Run from the File menu. The Run dialog box appears. In the Command Line box, type D:SETUP. (Substitute the appropriate drive letter as necessary.) Then click OK.



If you wish to make a diskette version of the printer software on your CD-ROM, type EPSETUP instead of SETUP. In the dialog box that appears, click the Driver disk creation utility button and follow the on-screen instructions.

4. Select your printer from the list.

5. The installation program begins copying the printer software files.

6. When the installation is complete, click OK to exit the installation program.

The installation program automatically selects the LQ-680/LQ-680Pro as the default printer for Windows applications. For information on opening and using the software, see Chapter 3, "Using the Printer Software."

For DOS programs

To control the printer from DOS application programs, you need to select the printer you are using or another available printer from the printer list of your application.

Choose the EPSON LQ-680/LQ-680Pro printer at the appropriate step in the setup or installation procedure of your DOS application program. If the list in your application does not include the LQ-680/LQ-680Pro printer, choose the first available printer from this list:

LQ-670
LQ-580/LQ-570e
LQ-2070/LQ-2080
LQ-2170/LQ-2180
LQ-870/LQ-1170
LQ-570/1070/570+/1070+
DLQ-3000/DLQ-3000+
DLQ-2000
LQ-1060
LQ-1050
LQ-2550
LQ-2500

Note:
If your application does not list a suitable alternative, contact the software manufacturer to see if an update is available.

Chapter 2

Paper Handling

2

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Setting the paper release lever (LQ-680) 2-4
Setting the Paper Source button (LQ-680Pro) 2-5

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Your printer can print on a wide variety of paper types, including single sheets, continuous paper, multipart forms, labels, envelopes, postcards, and roll paper. This chapter explains how to use these paper types with your printer.

Note:
See Appendix C for detailed specifications on the paper types the printer can use.

Selecting a Paper Source

Your printer can accommodate a variety of paper types through four paper sources: paper guide, tractor, optional cut-sheet feeder, or optional roll paper holder. The paper source you should select depends on the type of paper you want to use. See "Paper source and paper types" on page 2-3.

For LQ-680 users:
To select a paper source, use the paper release lever. See "Setting the paper release lever (LQ-680)" on page 2-4.

For LQ-680Pro users:
To select a paper source, use the Paper Source button on the control panel. See "Setting the Paper Source button (LQ-680Pro)" on page 2-5.

Paper source and paper types

The table below shows which paper source to use for each paper type.

Paper type	Paper source			
	Tractor	**Paper guide**	**Optional cut-sheet feeder**	**Optional roll paper holder****
Continuous paper	○	–	–	–
Continuous multipart forms	○	–	–	–
Labels	○	–	–	–
Single sheets	–	○	○	–
Single-sheet multipart forms	–	○	○* (bin 1 only)	–
Envelopes	–	○	○ (bin 1 only)	–
Postcards	–	○	○ (bin 1 only)	–
Roll paper	–	–	–	○

○ : You can use this paper type with this paper source.

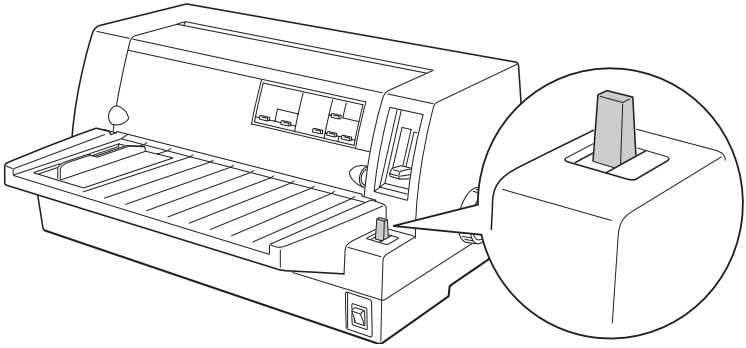
– : You cannot use this paper type with this paper source.

* You can use only carbonless single-sheet multipart forms that are glued at the top of the forms.

** The optional roll paper holder is not available only in some countries.

Setting the paper release lever (LQ-680)

Set the paper release lever to select the paper-feeding method you want the printer to use. The paper release lever has two positions: for tractor feeding and for single-sheet feeding, as explained below.

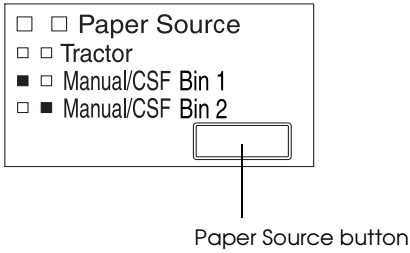


Single-sheet feeding position – to use the paper guide, the optional cut-sheet feeder, or the optional roll paper holder.

Tractor feeding position – to use the tractor.

Setting the Paper Source button (LQ-680Pro)

Set the Paper Source button on the control panel to select the paper source you want the printer to use. There are three settings: Tractor for tractor feeding, Manual/CSF Bin1 for single-sheet feeding including the cut-sheet feeder bin 1, and Manual/CSF BIN2 for single-sheet feeding including cut-sheet feeder bin 2, as explained below.

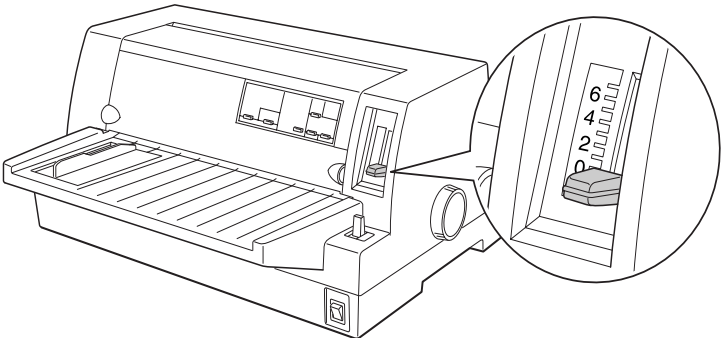


Tractor	Tractor feeding position – to use the tractor.
Manual/CSF Bin1	Single-sheet feeding position 1 – to use the paper guide, the optional cut-sheet feeder bin 1, or the optional roll paper holder.
Manual/CSF Bin2	Single-sheet feeding position 2 – to use the paper guide, the optional cut-sheet feeder bin 2, or the optional roll paper holder.

Adjusting the Paper Thickness Lever

You need to set the paper thickness lever to match the thickness of your paper.

There are nine lever positions, from -1 to 7. The Auto position is also available on the LQ-680Pro.



For LQ-680 users:
Set the paper thickness lever manually to the appropriate position from -1 to 7, as described in the table below.

For LQ-680Pro users:
We recommend using the Auto position for all types of paper. When the Auto position is selected, the printer automatically adjusts itself to match the thickness each time it loads new paper, but your printing time may be slowed. If you use the same type of paper every time, you may want to set the paper thickness lever to the appropriate manual position as described in the table below to speed-up printing.

The following table provides guidelines for selecting the appropriate lever position for the type of paper you are using.

Paper type	Paper thickness lever position	
Ordinary paper (single sheets or continuous paper)	-1 or 0	Auto**
Multipart forms (single sheets or continuous paper) 2 parts (original plus + 1 copy) 3 parts (original plus + 2 copies) 4 parts (original plus + 3 copies) 5 parts (original plus + 4 copies) 6 parts (original plus + 5 copies)	 1 2 3 5 7	
Labels	2	
Postcards	2	
Envelopes*	2 to 6	

* For thin envelopes, such as airmail envelopes, select position 2 or 3; for regular envelopes, select position 4; for thick envelopes, select position 4, 5, or 6.

** LQ-680Pro only.

Caution:
If you set the paper thickness lever to 1 *or higher, be sure to set the lever back to the* 0 *(or* Auto *position for LQ-680Pro) before you print on ordinary paper again.*

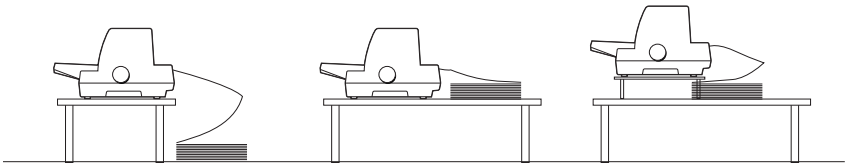
Using Continuous Paper

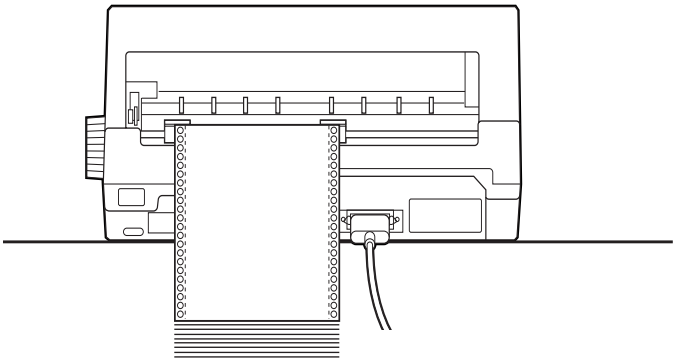
You can load continuous paper from the built-in tractor unit located on the back of the printer.

Note:
See Appendix C for detailed specifications on continuous paper.

Positioning your continuous paper supply

When you load continuous paper, make sure you align your paper supply with the tractor so the paper feeds smoothly into the printer, as shown below.





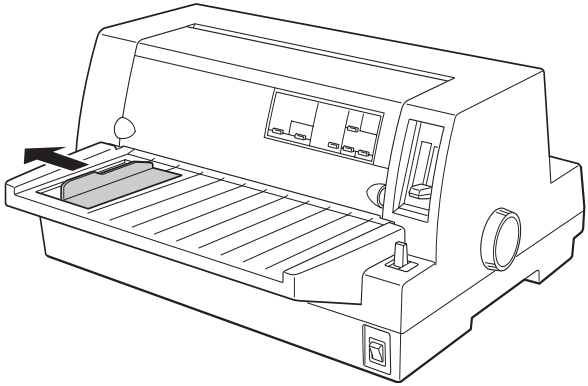
Loading continuous paper with the tractor

1. Make sure the printer is turned off.

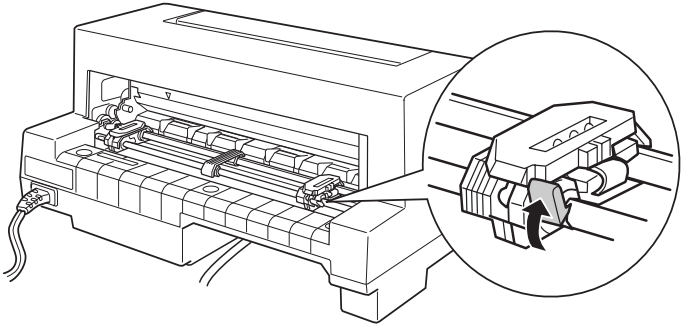
2. *For LQ-680 users:*
   Select tractor feeding with the paper release lever, and make sure the paper thickness lever is set to 0 if you are using ordinary continuous paper.

   For LQ-680Pro users:
   Select tractor feeding with the Paper Source button, and make sure the paper thickness lever is set to Auto or 0 if you are using ordinary continuous paper.

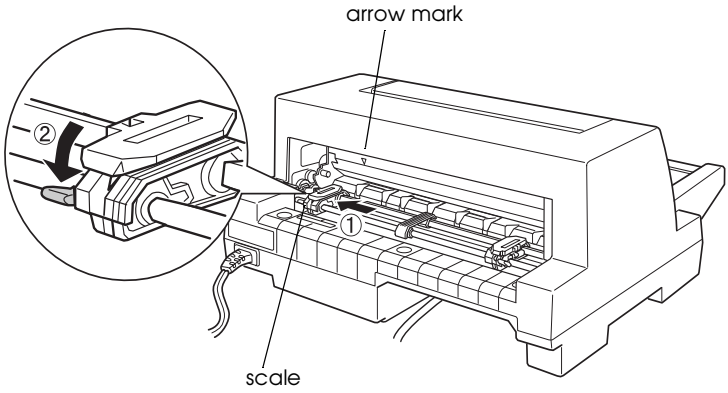
3. Slide the edge guide out as far as it will go.



4. Release the sprocket lock levers by pushing them up.

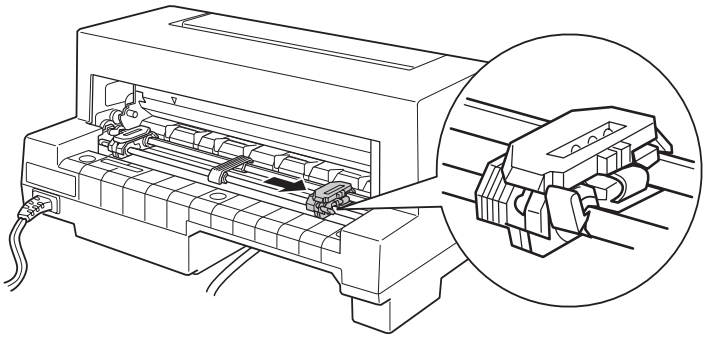


5. Facing the back of the printer, position the left sprocket unit so that the sprocket pins are to the left of the "0" on the scale and the arrow mark on the printer. Then push down the lock lever to lock the sprocket in place.

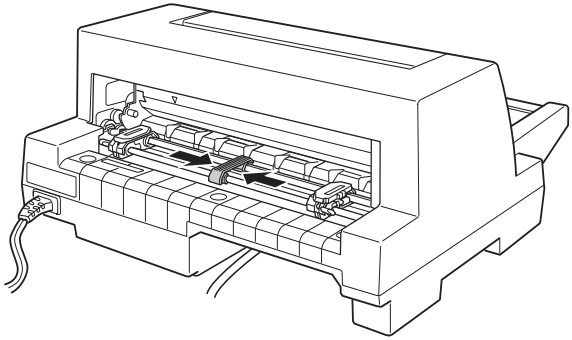


Note:
Printing starts at the arrow mark on the printer and the "0" mark on the scale. The unprintable area is to the left of the arrow mark and the "0".

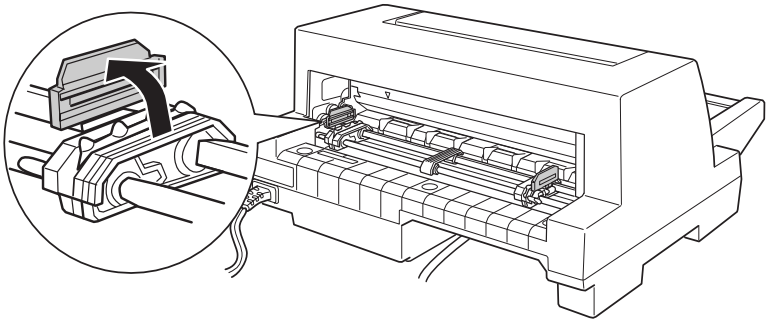
6. Slide the right sprocket unit to roughly match the width of your paper, but do not lock it.



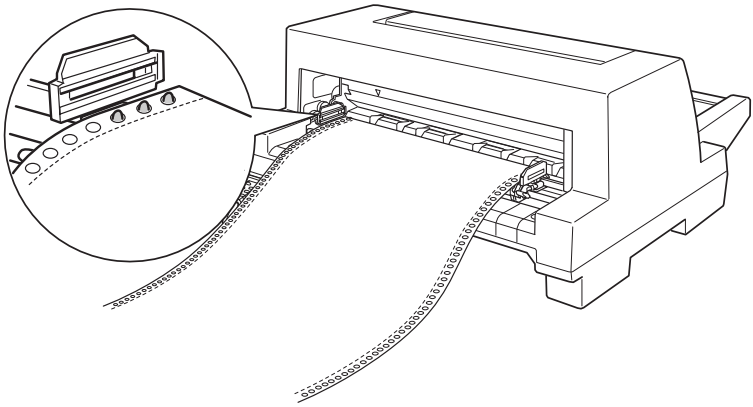
7. Slide the paper support midway between the two sprocket units.



8. Open the sprocket covers.

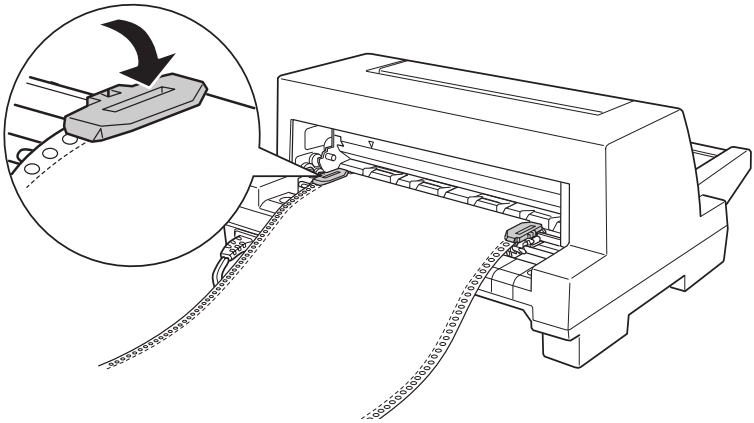


9. Fit the first three holes of the continuous paper over the sprocket pins on both sides. Be sure to load your paper printable side up.

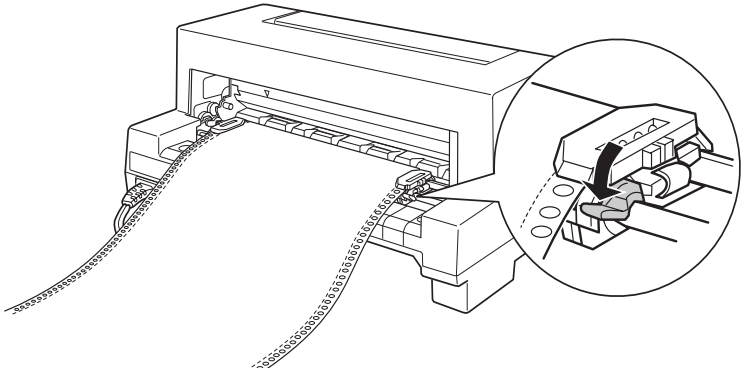


Caution:
Make sure the first sheet of your continuous paper has a clean, straight edge so that it can feed smoothly into the printer.

10. Close the sprocket covers. If necessary, unlock and reposition the left sprocket unit so that the perforation aligns with the arrow mark on the printer. Then lock the sprocket in place.



11. Slide the right sprocket unit to remove any slack in the paper. Then push down the sprocket lock lever to lock the sprocket in place.



12. Turn on the printer. When the printer receives data, it automatically loads the paper before printing.

When using continuous paper, you can use the tear-off function to tear off printed pages not wasting any blank pages next to the printed pages. For more information, see the next section.

Note:

- ❏ *You can advance the paper to the loading position by pressing the* Load/Eject *button before the printer receives data.*

- ❏ *Always make sure there is at least one more sheet than required, because continuous paper may not feed properly if it is not fed through the sprocket.*

Caution:
Use the knob on the right side of the printer only to clear paper jams when the printer is off. Otherwise, you may damage the printer or cause it to lose the top-of-form position.

Using the tear-off function

After you have finished printing, you can use the tear-off function to advance continuous paper on the tractor to the tear-off edge of the printer. You can then easily tear off printed sheets. When you resume printing, the printer automatically feeds paper back to the loading position so you can save paper that would normally be lost between documents.

You can use the tear-off function in two ways: by pressing the button on the control panel, or by using the control panel's default-setting mode or the EPSON Remote! utility to select auto tear-off. (See "About Your Printer's Default Settings" on page 4-3 for information on the printer's default-setting mode.)

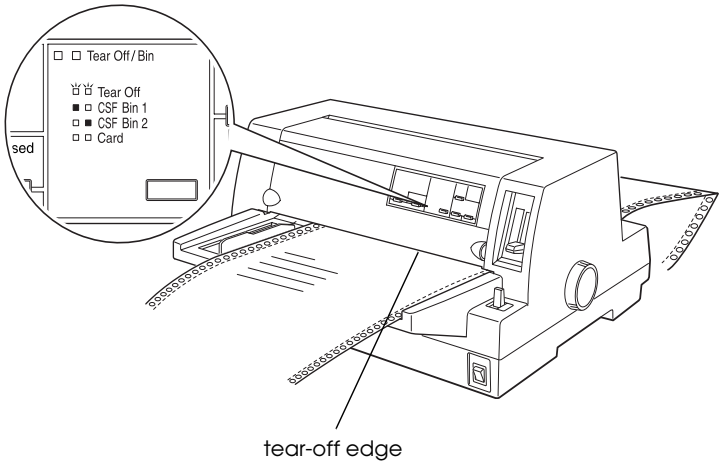
If the perforation between pages is not aligned with the tear-off edge, you can adjust the tear-off position using the micro-adjust feature as described later in this chapter.

Caution:
Never use the tear-off function to feed labels backwards; they may come off their backing and jam the printer.

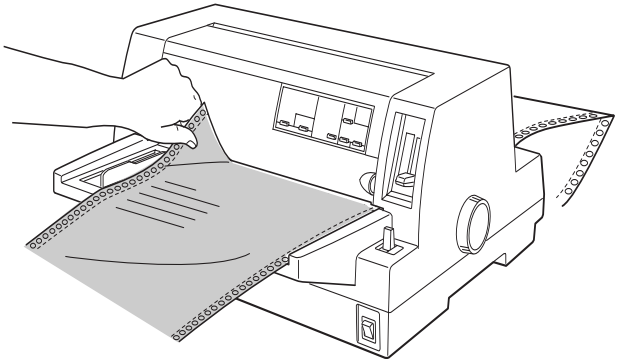
Using the Tear Off button

You can use the Tear Off button (the Tear Off/Bin button on the LQ-680 or the Tear Off/Special Paper button on the LQ-680Pro) to advance continuous paper to the tear-off position by following the steps below:

1. Make sure printing has finished. Then press the Tear Off button until the two lights on the control panel start flashing. The printer advances the paper to the tear-off edge.



2. Tear off all printed pages at the tear-off edge. If the perforation is not aligned with the tear-off edge, adjust the tear-off position using the micro-adjust feature. See "Adjusting the tear-off position" later in this chapter.



3. When you resume printing, the printer feeds the paper back to the top-of-form position and begins printing. (You can also manually feed the paper back to the top-of-form position by pressing the same button used to advance the paper.)

Using auto tear-off mode

When you turn on the auto tear-off function in the printer's default-setting mode or the EPSON Remote! utility, the printer advances continuous paper to the tear-off position when you finish printing.

The printer advances paper to the tear-off position only when it receives a full page of data or a form-feed command and then receives no more data for three seconds.

For instructions on how to activate the auto tear-off function, see "About Your Printer's Default Settings" on page 4-3 or open the EPSON Remote! utility as described in Chapter 3 and follow the on-screen instructions. While using the default-setting mode or the utility, also make sure the page length is set correctly for your continuous paper.

After the paper has been advanced, tear off all printed pages and resume printing as described in "Using the Tear Off button" earlier in this chapter.

You can leave the auto tear-off mode on even when you are using single sheets. The mode is disabled while you are using single sheets.

Removing continuous paper

1. After you finish printing, tear-off all printed pages using the tear-off function.

2. Press the Load/Eject button to feed the continuous paper backward out of the printer and into the standby position.

3. To completely remove continuous paper from the printer, open the sprocket covers. Remove the paper from the tractor unit, and then close the sprocket covers.

Using Continuous Multipart Forms

Your printer can use continuous multipart forms with up to six parts including the original. You can use carbonless or carbon-backed multipart forms.

Caution:
Do not use carbon-interleaved multipart forms.

Before printing, set the paper thickness lever to the correct position for your multipart forms. LQ-680 users should set the lever as described in the table on page 2-7. LQ-680Pro users should make sure the lever is set to the Auto position.

You can load continuous multipart forms in the same way as you load ordinary continuous paper. For instructions, see "Using Continuous Paper" earlier in this chapter.

Caution:
When printing on multipart forms, make sure that your software settings keep the printing entirely within the printable area of the forms. Printing on the edge of a multipart form can damage the print head. For information about the printable area, see the paper specifications in Appendix C.

Using Overlapping Multipart Forms (LQ-680Pro)

LQ-680Pro users can print on overlapping multipart forms backed with continuous paper. The page length of the multipart forms is longer than that of the backing continuous paper. So when extended, one page's multipart forms overlap the next page's multipart forms. The thickness of this overlapping area is thicker than the printable area.

Before printing, set the paper thickness lever to the Auto position. Also turn on both the overlapping-forms and the skip-over-perforation settings using the default setting mode. See "Adjusting the Paper Thickness Lever" earlier in this chapter and "Changing default settings" on page 4-9 for more information.

You can load continuous multipart forms in the same way as you load ordinary continuous paper. For instructions, see "Using Continuous Paper" earlier in this chapter.

Caution:

- ❏ *When printing on overlapping multipart forms, make sure that your software settings keep the printing entirely within the printable area of the forms. Printing on the edge of a multipart form can damage the print head. For information about the printable area, see the paper specifications in Appendix C.*
- ❏ *Never feed overlapping multipart forms backward with the* Load/Eject *or* Tear Off/Special Paper *buttons. Doing so may cause paper jams or damage to the printer.*
- ❏ *To remove overlapping multipart forms from the paper path after you finish printing, first tear off the paper at a point before the paper slot. Then use the* LF/FF *button to advance the remaining paper out of the printer.*

Using Labels

When selecting labels for printing, always choose labels mounted on continuous backing sheets with sprocket holes for use with a tractor. Do not use labels on shiny single-sheet backing, because the backing sheet tends to slip and may not feed properly.

Labels are loaded in the same way as you load ordinary continuous paper, except for the paper thickness lever setting. LQ-680 users should set the lever to 2. LQ-680Pro users are recommended to use the Auto setting, or set it manually to 2 for faster throughput. For instructions on loading, see "Using Continuous Paper" earlier in this chapter. For instructions on paper thickness lever setting, see "Adjusting the Paper Thickness Lever" earlier in this chapter.

Caution:

- ❏ *When printing on labels, make sure that your software settings keep the printing entirely within the printable area. Printing on the edge of a label can damage the print head. For information about the printable area, see the paper specifications in Appendix C.*
- ❏ *Never feed labels backward with the* Load/Eject, Tear Off/Bin *(LQ-680), or* Tear Off/Special Paper *(LQ-680Pro) buttons. Labels can easily peel off their backing and jam the printer.*
- ❏ *To remove labels from the paper path after you finish printing, first tear off the labels at a point before the paper slot. Then use the* LF/FF *button to advance the remaining labels out of the printer.*
- ❏ *Because labels are especially sensitive to temperature and humidity, use them only under normal operating conditions.*
- ❏ *Do not leave labels loaded in the printer between print jobs; they tend to curl and may come off their backing and jam the printer when you resume printing.*

Using Single Sheets

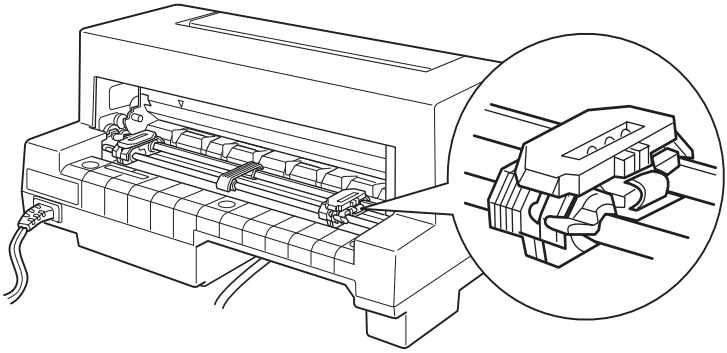
You can load one sheet of paper at a time into the paper guide at the front of the printer, or you can load a stack of paper in the optional cut-sheet feeder. (See Appendix A for more information on the optional cut-sheet feeder.)

Note:

- ❏ *See Appendix C for detailed single-sheet paper specifications.*
- ❏ *If you load long paper (for example, legal size paper), leave enough space at the back of the printer so that the paper is not obstructed.*

Follow these steps to load single sheets from the paper guide:

1. Make sure that the printer is off and the paper guide is attached as described in Chapter 1. Then close the sprocket covers and push down the sprocket lock levers to lock the sprocket units in place.

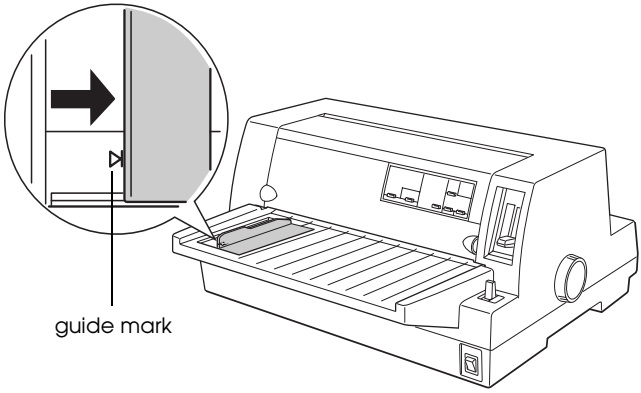


2. *For LQ-680 users:*
   Select single-sheet feeding with the paper release lever as described in "Selecting a Paper Source" on page 2-2. Also make sure the paper thickness lever is set to 0 if you are using ordinary single-sheet paper.

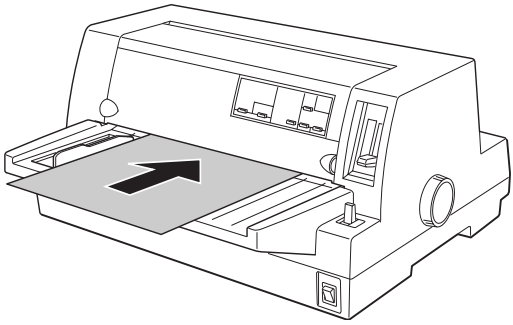
   For LQ-680Pro users:
   Select single-sheet feeding with the Paper Source button as described in "Selecting a Paper Source" on page 2-2. Also make sure the paper thickness lever is set to Auto or 0 if you are using ordinary single-sheet paper.

3. Turn on the printer.

4. Slide the edge guide until it rests against the guide mark, as shown below.



5. Insert a sheet of paper, following the edge guide, until it meets resistance. Be sure to load your paper printable side up and top edge first.



After a few seconds, the printer automatically advances the paper to the loading position. The printer is ready to accept data from your computer and print.

Note:
If the rollers rotate but the printer does not load the paper, remove the paper completely and reinsert it.

After printing a sheet, the printer ejects the printed sheet onto the paper guide. If you are printing a multiple-page document, remove the printed sheet and insert a new sheet into the paper guide. The printer automatically advances the paper and resumes printing.

Note:
If the printer does not eject the printed sheet, press the Load/Eject *button.*

Caution:
Use the knob on the right side of the printer only to clear paper jams when the printer is off. Otherwise, you may damage the printer.

Using Single-Sheet Multipart Forms

Your printer can use single-sheet multipart forms with up to six parts including the original. You can use carbonless multipart forms, or carbon-backed multipart forms using the paper guide.

Caution:
Do not use carbon-interleaved multipart forms.

Before printing, set the paper thickness lever to the correct position for your multipart forms as described in the table on page 2-7, or to the Auto position (LQ-680Pro only).

You can load single-sheet multipart forms in the same way as you load ordinary single sheet. For instructions, see "Using Single Sheets" earlier in this chapter or Appendix A, "Loading paper from the cut-sheet feeder."

Caution:

- *When printing on multipart forms, make sure that your software settings keep the printing entirely within the printable area of the forms. Printing on the edge of a multipart form can damage the print head. For information about the printable area, see the paper specifications in Appendix A.*
- *Load single-sheet multipart forms glued at the side of the form only from the paper guide, not from the optional cut-sheet feeder.*

Using Envelopes

You can print on a variety of envelopes, loading them in the same way as you load single sheets: from the paper guide or with the optional cut-sheet feeder. For information on loading envelopes, read this section and see "Using Single Sheets" earlier in this chapter or Appendix A, "Loading paper from the cut-sheet feeder."

For LQ-680 users:
Before printing, set the paper thickness lever to the correct position for your envelopes as described in the table on page 2-7.

For LQ-680Pro users:
Before printing, make sure the paper thickness lever is set to Auto or the correct position for your envelopes as described in the table on page 2-7. Then select Envelope by pressing the Tear Off/Special Paper button.

Load envelopes face up, flap-edge first.

Caution:

- ❏ *When printing on envelopes, make sure that your software settings keep the printing entirely within the printable area. Printing on the edge of an envelope can damage the print head. For information on the printable area, see the paper specifications in Appendix C.*
- ❏ *Use envelopes only under normal operating conditions.*

Using Postcards

You can print on a variety of postcards, loading them in the same way as you load single sheets: from the paper guide or with the optional cut-sheet feeder. For instructions on loading single sheets, see "Using Single Sheets" on page 2-20 or "Loading paper from the cut-sheet feeder" on page A-6.

For LQ-680 users:
Before printing, set the paper thickness lever to 2. Then select Card by pressing the Tear Off/Bin button on the control panel.

For LQ-680Pro users:
Before printing, make sure the paper thickness lever is set to Auto or 2. Then select Card by pressing the Tear Off/Special Paper button on the control panel.

Load postcards printable side up, top edge first.

Caution:

- ❏ *Card mode is available only when the paper thickness lever is set to* Auto *or* 2 *or higher on the scale.*
- ❏ *When printing on postcards, make sure that your software settings keep the printing entirely within the printable area. Printing on the edge of a postcard can damage the print head. For information about the printable area, see the paper specifications in Appendix C.*
- ❏ *Use postcards only under normal operating conditions.*

Switching Between Continuous Paper and Single Sheets

When using the tractor, you can easily switch between continuous paper and single sheets (including envelopes or postcards) without removing the continuous paper from the tractor.

Switching to single sheets

To switch from continuous paper to single sheets, follow the steps below.

Caution:
When using continuous paper with labels, never follow the steps to feed labels backward. Labels can easily peel off their backing and jam the printer. For information on removing labels from the paper path, see "Using Labels" earlier this chapter.

1. When you have finished printing on continuous paper, press the Tear Off/Bin button (LQ-680) or the Tear Off/Special Paper button (LQ-680Pro) to advance the paper to the tear-off position. (If you selected auto tear-off in the printer's default-setting mode or the EPSON Remote! utility, the printer advances the paper perforation to the tear-off position automatically.)

2. Tear off the printed pages.

   Caution:
   Always tear off paper before feeding it backwards; feeding too many sheets backwards can cause a paper jam.

3. Press the Load/Eject button to feed the continuous paper back to the standby position. The paper is still attached to the tractor, but no longer in the paper path.

4. Select single-sheet feeding with the paper release lever (LQ-680) or with the Paper Source button (LQ-680Pro) as described in "Paper source and paper types" on page 2-3.

Now you can load single sheets from the paper guide. For instructions, see "Using Single Sheets" on page 2-20.

Switching to continuous paper

To switch from single sheets to continuous paper, follow the steps below.

1. If necessary, press the Load/Eject button to eject the last printed single sheet.

2. Make sure continuous paper is loaded in the printer as described in "Loading continuous paper with the tractor" on page 2-9.

3. Select tractor feeding with the paper release lever (LQ-680) or with the Paper Source button (LQ-680Pro) as described in "Paper source and paper types" on page 2-3.

The printer automatically advances the continuous paper from the standby position to the loading position when it receives data.

Using Micro Adjust

The micro-adjust feature allows you to move paper forward or backward in 1/180-inch increments. You can use this feature to adjust the loading, printing, and tear-off positions.

Adjusting the loading position

The loading position is the position of the paper after the printer loads it. If your printing appears too high or low on the page, you can change the loading position with the micro-adjust feature as follows:

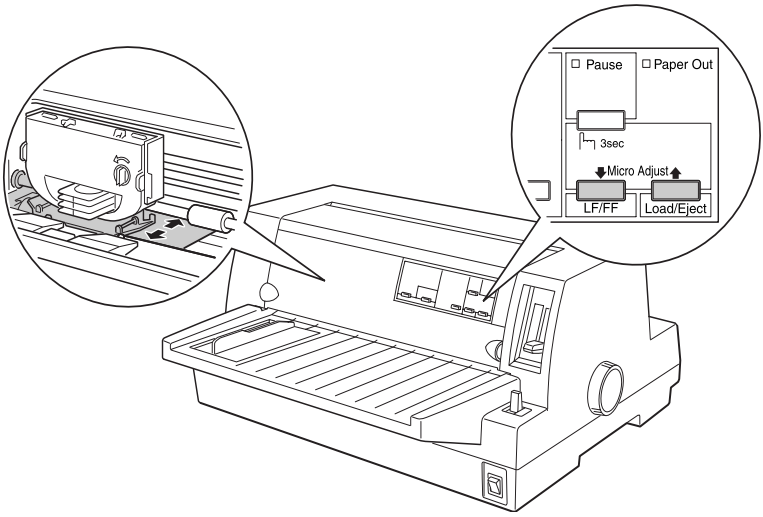
Note:
Top margin settings made in some application software override adjustments you make to the loading position with the micro adjust feature. If necessary, adjust the loading position in your software.

1. Make sure the printer is turned on. If necessary, lift up the printer cover so you can see the paper position.

2. Load either continuous or single-sheet paper. (Press the Load/Eject button to load continuous paper from the tractor or a single sheet from the optional cut-sheet feeder.)

3. Hold down the Pause button for about three seconds. The Pause light starts flashing and the printer enters the micro-adjust mode.

4. Press the LF/FF [⬇] button to move the paper toward the front of the printer, or press the Load/Eject [⬆] button to move the paper toward the rear. The new loading position is set to the position where you release the buttons.



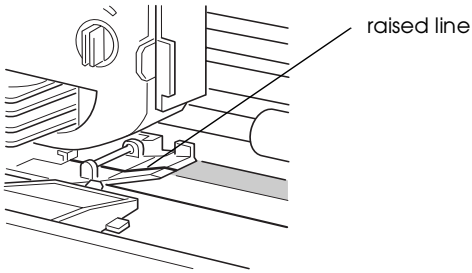
Note:

- ❏ *Pressing the LF/FF [⬇] button moves the loading position toward the top of the page when loading a sheet from the front (from the paper guide). Pressing the LF/FF [⬇] button moves the loading position toward the bottom of the page when loading a sheet from the rear (from the cut-sheet feeders or the tractor).*

- ❏ *The printer has a minimum and a maximum loading position. If you try to adjust the loading position beyond these limits, the printer beeps and stops moving the paper.*

- ❏ *When the paper reaches the factory-set loading position, the printer beeps and paper feeding pauses briefly. Use the factory setting as a reference point when adjusting the loading position.*

- ❏ *If you want to eliminate the top margin and print at the very top of the page, adjust the loading position so that the top of the paper lines up with the raised line on the ribbon mask, as shown below.*



5. After you set the loading position, press the Pause button to turn off micro-adjust mode.

For both single-sheet and continuous paper, your loading position setting remains in effect until you change it, even if you turn off the printer.

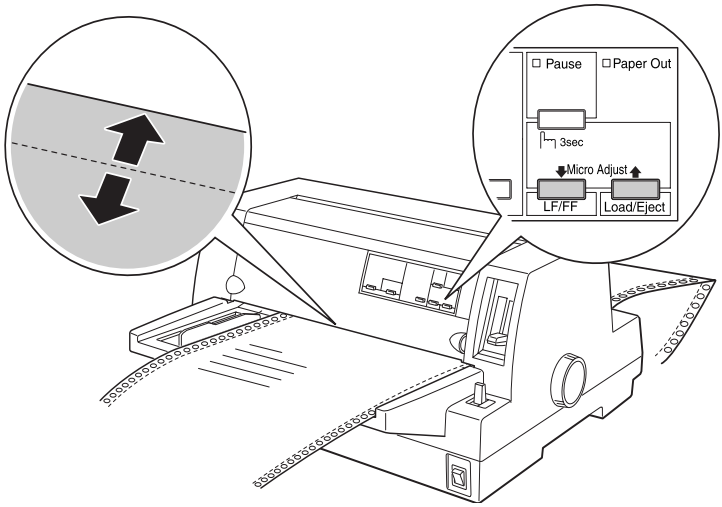
Adjusting the tear-off position

If your continuous paper perforation is not aligned with the tear-off edge, you can use the micro-adjust feature to move the perforation to the tear-off position as follows:

1. Make sure both Tear Off lights are flashing (the paper is at the current tear-off position). You may need to press the Tear Off button. (See "Using the Tear Off button" on page 2-15 for more information.)

2. Hold down the Pause button for about three seconds. The Pause light begins flashing and the printer enters the micro-adjust mode.

3. Press the LF/FF [⬇] button to feed paper forward, or press the Load/Eject [⬆] button to feed paper backward, until the paper perforation is aligned with the tear-off edge.



Note:
The printer has a minimum and a maximum tear-off position. If you try to adjust the tear-off position beyond these limits, the printer beeps and stops moving the paper.

4. Tear off the printed pages.

5. Press the Pause button to turn off micro-adjust mode.

When you resume printing, the printer automatically feeds the paper back to the top-of-form position and begins printing. Your tear-off position setting remains in effect until you change it, even if you turn off the printer.

Adjusting the printing position

The printing position is the position on the page where the print head actually prints during a print job. You can change the current vertical printing position temporarily by using the micro-adjust feature as described in the steps below.

Note:
Your printing position setting is in effect only until the next time you load paper or turn off the printer.

1. Make sure that the printer is not printing. If it is, press the Pause button to stop printing.

2. Hold down the Pause button for about three seconds. The Pause light begins flashing and the printer enters the micro-adjust mode.

3. If necessary, open the printer cover to check the printing position, and press the LF/FF [⬇] button to feed paper forward or the Load/Eject [⬆] button to feed paper backward.

4. When your paper is positioned correctly, press the Pause button to turn off micro-adjust mode and resume printing.

Chapter 3

Using the Printer Software

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About Your Printer Software

The EPSON printer software that comes with your printer includes the printer driver software, the EPSON Remote! utility, and the EPSON Status Monitor 3 utility for Windows 98, 95, 2000 and NT 4.0.

A printer driver is software that allows your computer to control the printer. You need to install the printer driver so your Windows software applications can take full advantage of the printer's capabilities.

Note:
Before proceeding, make sure you have installed the printer driver on your PC as described in Chapter 1.

EPSON Remote! is a DOS-based printer setup utility that allows you to easily change the printer's default settings from the computer screen. To use the EPSON Remote! utility with DOS, see "Using the EPSON Remote! Utility" on page 3-19.

The EPSON Status Monitor 3 utility program is available for Windows 98, 95, 2000 and NT 4.0. It allows you to monitor the status of your printer, alerts you when errors occur, and provides you with troubleshooting tips. To use the Status Monitor, see "Accessing EPSON Status Monitor 3" on page 3-22.

For an overview of the available settings, see "Printer Driver Settings Overview" on page 3-17.

To access the printer driver, see the appropriate page below, depending on your Windows version.

Windows 98 and 95 . . . . . page 3-3
Windows 3.1 . . . . . page 3-6
Windows 2000 and NT 4.0 . . . . . page 3-9
Windows NT 3.5x . . . . . page 3-13

Using the Printer Driver With Windows 98 or 95

You can access the printer driver from your Windows applications or from the Start menu. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications" below. When you access the printer driver from the Start menu, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Start menu" on page 3-5. To check and change printer driver settings, see "Changing the printer driver settings" on page 3-5.

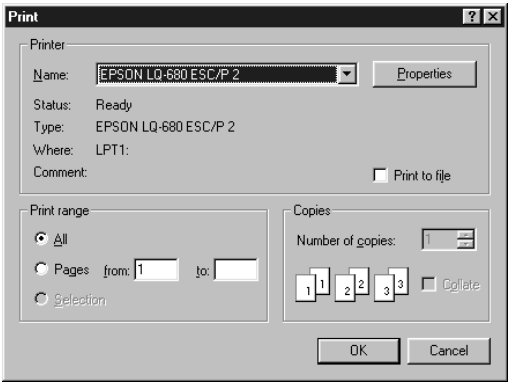
Note:
While many Windows applications override the settings made with the printer driver, some do not, so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

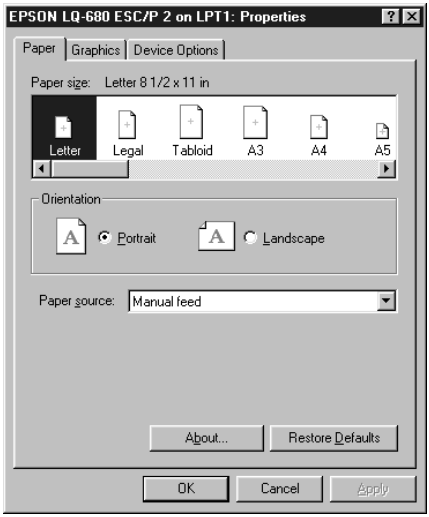
To access the printer driver from a Windows application, follow the steps on the next page.

Note:
The steps on the next page provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The Properties window appears, and you see the Paper, Graphics, and Device Options menu. These menus contain the printer driver settings.



3. To view a menu, click the corresponding tab at the top of the window. See "Changing the printer driver settings" below to change the settings.

Accessing the printer driver from the Start menu

To access the printer driver from the Start menu, follow these steps:

1. Click the Start button, and then point to Settings.
2. Click Printers.
3. Right-click your printer icon, and click Properties. The screen displays the Properties window, which contains the Paper, Graphics, Device Options, and Utility menus. These menus display the printer driver settings.
4. To view a menu, click the corresponding tab at the top of the window. See the next section to change the settings.

Changing the printer driver settings

Your printer driver has four menus: Paper, Graphics, Device Options, and Utility. For an overview of the available settings, see "Printer Driver Settings Overview" on page 3-17. You can also view online help by right-clicking items in the driver and selecting What's this?.

When you finish making printer driver settings, click OK to apply the settings, or click Restore Defaults to return the settings to their default values.

Once you've checked your printer driver settings and made any necessary changes, you are ready to print.

Using the Printer Driver With Windows 3.1

You can access the printer driver from your Windows applications or from the Control Panel. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications" below. When you access the printer driver from the Control Panel, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Control Panel" on page 3-8. To check and change printer driver settings, see "Changing the Printer driver settings" on page 3-8.

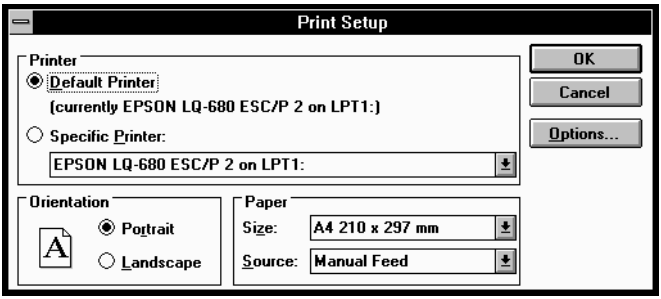
Note:
While many Windows applications override the settings made with the printer driver, some do not, so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

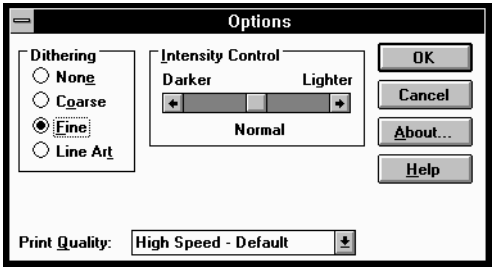
To access the printer driver from a Windows application, follow the steps on the next page.

Note:
The steps on the next page provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears. See "Changing the Printer driver settings" on page 3-8 for detailed information about the settings in this dialog box.



2. Make sure that your printer is selected and then click Printer, Setup, or Options. (You may need to click a combination of these buttons.) The Options dialog box appears. See "Changing the Printer driver settings" on page 3-8 to change the settings.



Accessing the printer driver from the Control Panel

To access the printer driver from the Control Panel, follow these steps:

1. In the Main window, double-click the Control Panel icon.
2. Double-click the Printers icon. The Printers dialog box appears.
3. Make sure your printer is highlighted, then click Setup. The Print Setup dialog box appears. To access more settings, you may need to click Options. See the next section to change the settings.

Changing the Printer driver settings

You can change printer driver settings in the Print (or Print Setup) dialog box and the Options dialog box. For an overview of the available settings, see "Printer Driver Settings Overview" on page 3-17.

When you finish making your printer driver settings, click OK to apply the settings, or click Cancel to cancel your changes.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print.

Using the Printer Driver With Windows 2000 and NT 4.0

You can access the printer driver from your Windows applications or from the Start menu. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications" below. When you access the printer driver from the Start menu, the printer driver settings you make apply to all your applications. See "Accessing the printer driver from the Start menu" on page 3-11. To check and change printer driver settings, see "Changing the printer driver settings" on page 3-12.

Note:
While many Windows applications override the settings made with the printer driver, some do not, so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

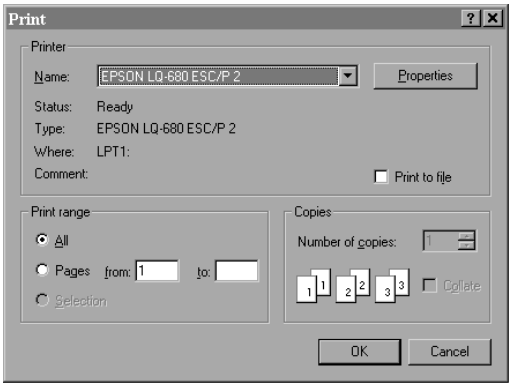
To access the printer driver from a Windows application, follow the steps on the next page.

Note:

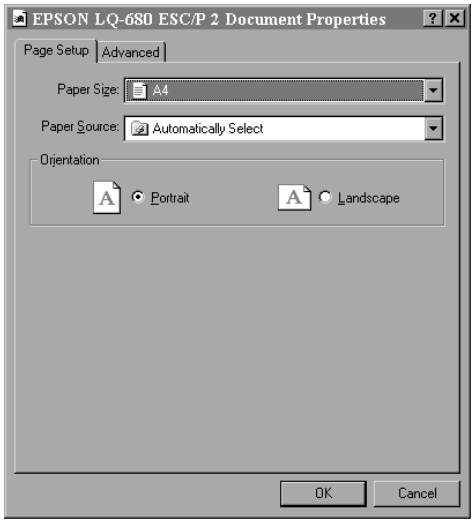
- ❏ *The steps on the next page provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.*

- ❏ *The screen shots in the following section are from the Windows NT 4.0 operating system. They may vary in appearance from what actually appears on your screen, however the instructions are the same.*

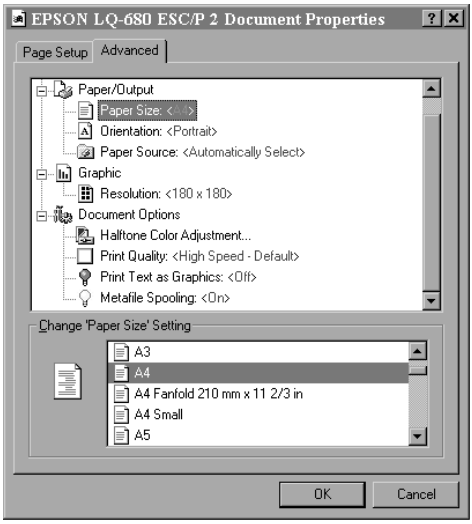
1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The Document Properties window appears, and you see the Page Setup and Advanced menus. These menus contain the printer driver settings.



3. To view a menu, click the corresponding tab at the top of the window. See “Changing the printer driver settings” below to change the settings.



Accessing the printer driver from the Start menu

To access the printer driver from the Start menu, follow these steps:

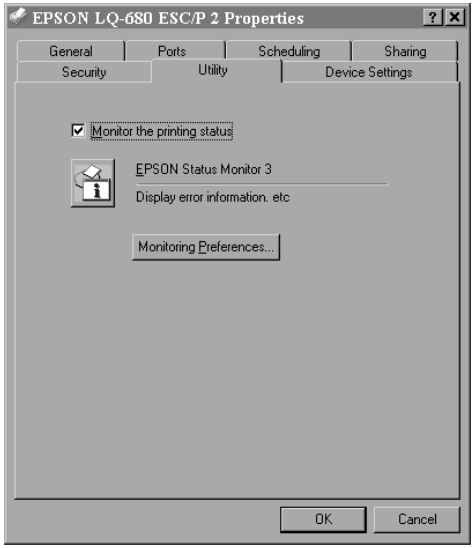
Note:
The screen shots in the following section are from the Windows NT 4.0 operating system. They may vary in appearance from what actually appears on your screen, however the instructions are the same.

1. Click the Start button, and then point to Settings.

2. Click Printers.

3. Right-click your printer icon, and click Document Defaults. The screen displays the Default Document Properties window, which contains the Page Setup and Advanced menus. These menus display the printer driver settings.

   When you click Properties, the printer software window appears, which includes Utility menu.



4. To view a menu, click the corresponding tab at the top of the window. See the next section to change the settings.

Changing the printer driver settings

Your printer driver has two menus from which you can change the printer driver settings, Page Setup and Advanced. You can also change settings on the Utility menu in the printer software. For an overview of the available settings, see "Printer Driver Settings Overview" on page 3-17. You can also view online help by right-clicking items in the driver and selecting What's this?.

When you finish making your printer driver settings, click OK to apply the settings, or click Cancel to cancel your changes.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print.

Using the Printer Driver With Windows NT 3.5x

You can access the printer driver from your Windows applications or from the Control Panel. When you access the printer driver from a Windows application, any settings you make apply only to the application you are using. See "Accessing the printer driver from Windows applications" below. When you access the printer driver from the Control Panel, the printer driver settings you make can apply to all your applications. See "Accessing the printer driver from the Control Panel" on page 3-15. To check and change printer driver settings, see "Changing the Printer driver settings" on page 3-16.

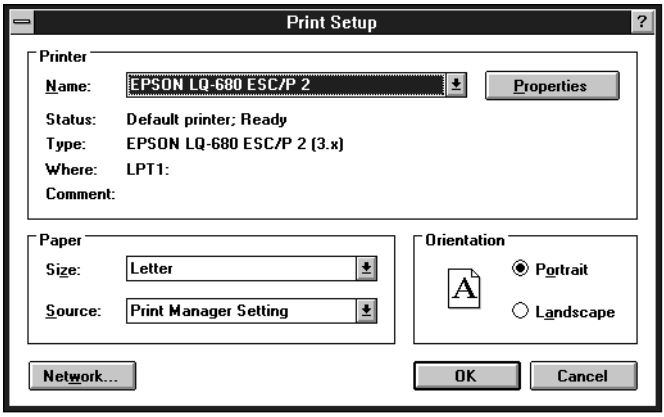
Note:
While many Windows applications override the settings made with the printer driver, some do not, so you must verify that the printer driver settings match your requirements.

Accessing the printer driver from Windows applications

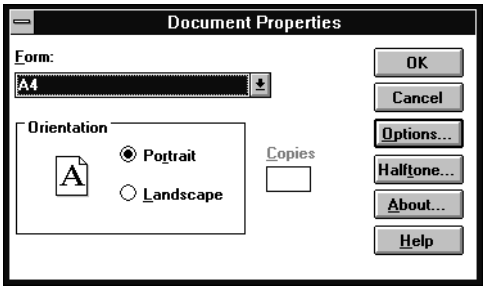
To access the printer driver from a Windows application, follow the steps on the next page.

Note:
The steps on the next page provide general guidelines on accessing the printer driver. How you access the printer driver may differ depending on your application. See your application manual for details.

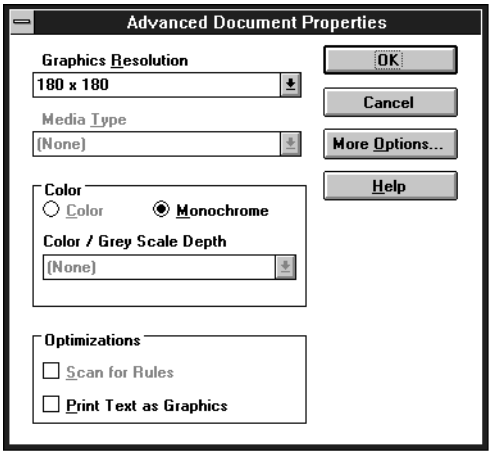
1. Select Print Setup or Print from the File menu of your application software. The Print or Print Setup dialog box appears.



2. Make sure that your printer is selected and then click Printer, Setup, Properties, or Options. (You may need to click a combination of these buttons.) The screen displays the Document Properties dialog box, which contains the Form and Orientation printer driver settings. See "Changing the Printer driver settings" on page 3-16 to change the settings.



3. Click Options (or a similar button) to view the Advanced Document Properties dialog box, which includes the Graphics Resolution, Color, and Optimizations printer driver settings. See "Changing the Printer driver settings" on page 3-16 to change the settings.



Accessing the printer driver from the Control Panel

To access the printer driver from the Control Panel, follow these steps:

1. In the Main window, double-click the Print Manager icon. The Print Manager window opens.

2. Make sure your printer is highlighted, then click Printer and select Properties. The Printer Properties dialog box appears.

3. Click the Details button, then click Job Default. You see the Document Properties dialog box, which includes the Form and Orientation printer driver settings. See "Changing the Printer driver settings" on page 3-16 to change the settings.

4. Click Options to open the Advanced Document Properties dialog box, which contains the Graphics Resolution, Color, and Optimizations printer driver settings. See "Changing the Printer driver settings" on page 3-16 to change the settings.

Changing the Printer driver settings

Your printer driver has some settings two dialog boxes: Document Properties and Advanced Document Properties. For an overview of the available settings, see "Printer Driver Settings Overview" on page 3-17. To open these dialog boxes, see the previous sections on accessing the printer driver.

When you finish making your printer driver settings, click OK to apply the settings, or click Cancel to cancel your changes.

Once you've checked your printer driver settings and changed them if necessary, you are ready to print.

Printer Driver Settings Overview

The following tables show the Windows printer driver settings. Note that not every setting is available in all versions of Windows.

The printing settings are shown below.

Settings	Explanations
Paper size	Select the size of the paper you want to use. If you don't see your paper size, use the scroll bar to scroll through the list. If your paper size is not included in the list, click Custom or User Defined Size and enter the paper size in the dialog box that appears.
Orientation	Select Portrait or Landscape.
Paper Source	Select the paper source you want to use.
Resolution/ Graphics Resolution	Select the printing resolution you want. The higher the resolution you select, the more detailed your printout will be; however, increasing the resolution slows printing. If you are using Windows 3.1, this option is only available from the Control panel.
Dithering	You can leave this option set to Fine, which is the default setting, or select another dithering pattern depending on the kind of printout you want.
Intensity/ Intensity Control	Move the slider to make your printout lighter or darker.
Print quality	Select a print quality option from the Print quality list. If you turn on Hi-speed, you will enter bi-directional printing mode and printing speed will increase. Turning Hi-speed off will return the printer to uni-directional printing mode. Printing speed will decrease, but printing precision will improve. Default printing uses the settings stored in the printer.
EPSON Status Monitor 3	You can access EPSON Status Monitor 3 when you click this button. To monitor the printer, make sure the Monitor the printing status check box is selected.

Settings	Explanations
Monitoring Preferences	Click this button to open the Monitoring Preferences dialog box where you can make settings for EPSON Status Monitor 3.
Paper/Output	Check the Paper Size, Orientation, and Paper Source settings you made on the Page Setup menu and change them if necessary. Select the setting and then choose an option from the Change Setting list box.
Halftone	Click this button to set the brightness and contrast, input the RGB gamma, or make other settings. The Halftone Color Adjustment dialog box appears. For details, click Help in this dialog box.

The monitoring settings are shown below.

Settings	Explanations
EPSON Status Monitor 3	You can access EPSON Status Monitor 3 when you click this button. To monitor the printer, make sure the Monitor the printing status check box is selected.
Monitoring Preferences	Click this button to open the Monitoring Preferences dialog box where you can make settings for EPSON Status Monitor 3. For more information, see "Setting up EPSON Status Monitor 3" on page 3-20.

Using the EPSON Remote! Utility

The EPSON Remote! utility allows you to easily change the printer's default settings from your computer's DOS prompt.

Installing EPSON Remote!

Follow the steps below to install EPSON Remote!

1. Insert the printer software CD-ROM in a disk drive.
2. At the DOS prompt, type D:\SETUP. (If you inserted the disk in a drive other than drive D, substitute the appropriate letter.) Then press Enter.
3. Select your printer's name in the Printer Model window and press Enter. C:\EPUTIL appears as the default directory.
4. Press Enter again. The EPSON Remote! utility is copied to the C:\EPUTIL directory.

Accessing EPSON Remote!

To access EPSON Remote!, type C:\PRNSET at the DOS prompt and press Enter. Then follow the on-screen instructions to use this utility. You can also access EPSON Remote! by typing C:\PANEL at the DOS prompt and pressing Enter. The PRNSET and PANEL access methods differ slightly. The PANEL method opens a condensed version of EPSON Remote! that only provides the most often used settings.

Using the EPSON Status Monitor 3 Utility

The EPSON Status Monitor 3 utility comes with your printer is available for Windows 98, 95, 2000 and NT 4.0. It allows you to monitor your printer's status, alerts you when printer errors occur, and provides troubleshooting instructions when needed.

The EPSON Status Monitor 3 utility is available only when:

- ❏ The printer is connected directly to the host computer via the parallel port [LPT1].
- ❏ Your system is configured to support bidirectional communication.

The EPSON Status Monitor 3 utility is installed when you install the printer driver as described in Chapter 1.

Note:
If you install the driver using Add Printer in the Printers folder, or using the "Point and Print" method, EPSON Status Monitor 3 may not function properly. If you want to use EPSON Status Monitor 3, reinstall the driver as described in Chapter 1.

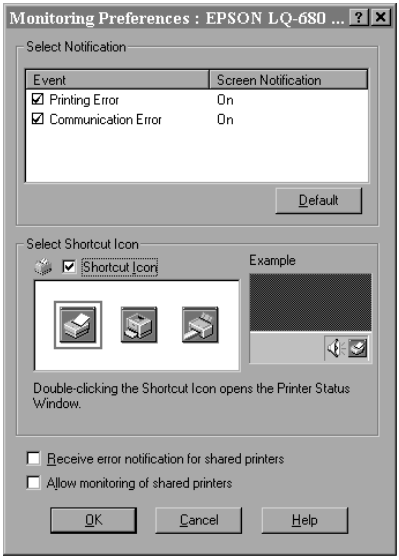
Before using EPSON Status Monitor 3, be sure to read the README file on the driver disk. This file contains the latest information on the utility.

Setting up EPSON Status Monitor 3

Follow the steps below to setup EPSON Status Monitor 3.

1. Open the Utility menu as described in "Using the Printer Driver With Windows 98 or 95" on page 3-3 or "Using the Printer Driver With Windows 2000 and NT 4.0" on page 3-9.

2. Click the Monitoring Preference button. The Monitoring Preferences dialog box appears.



3. The following settings are available:

Select Notification	Displays the error item check box ON/OFF status. Turn on this check box to display the selected error notification.
Select Shortcut icon	The selected icons are displayed in the task tray on the PC screen. The setting example is shown on the right window. By clicking the shortcut icon, you can access the Monitoring Preferences dialog easily.
Receive error notification for shared printers	Error notification for a shared printer can be received when this check box is turned on.
Allow monitoring of shared printer	When this check box is turned on, a shared printer can be monitored by other PCs.

Note:
Click the Default button to revert all items to the default settings.

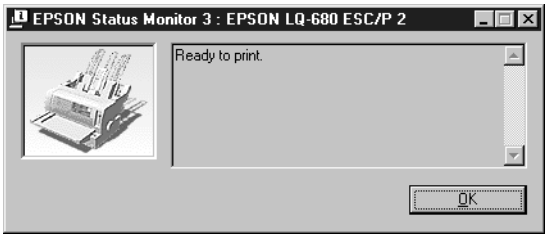
Accessing EPSON Status Monitor 3

To access EPSON Status Monitor 3:

- ❏ Double-click the printer-shaped shortcut icon on the taskbar. To add a shortcut icon to the taskbar, see Utility menu.

- ❏ Open the Utility menu, then click EPSON Status Monitor 3. To find out how to open the Utility menu, See "Using the Printer Driver With Windows 98 or 95" on page 3-3 or "Using the Printer Driver With Windows 2000 and NT 4.0" on page 3-9.

When you access EPSON Status Monitor 3 as described above, the following printer status window appears.



You can view printer status information in the window.

Chapter 4

Changing Printer Settings From the Printer's Control Panel

Selecting a Built-In Font and Pitch 4-2

About Your Printer's Default Settings 4-3
Changing default settings 4-9

Selecting a Built-In Font and Pitch

Your printer comes with the twelve built-in fonts. See "Built-in fonts:" on page C-4 for information of fonts you can select. You can also change the pitch by turning the condensed mode on or off. You can select the font and pitch using the buttons on the printer's control panel as described below.

Note:
Settings you make in your application programs usually override settings you make from the printer's control panel. For best results, use your application to select a font and pitch.

Follow these steps to select a built-in font or pitch using the buttons on the printer's control panel:

1. Make sure that the printer is not printing. If it is, wait until printing has finished.

2. To select a font, press the Font button until the three Font lights indicate the font you want with a pattern shown on the control panel.

   Note:
   - ❏ *The Font button cannot directly select OCR-B, Orator, Orator-S, Script-C, Roman-T, or Sans Serif H. To select one of these fonts, you must first use the default-setting mode to register it as the "other" font and then select* Others *using the* Font *button.*

   - ❏ *Barcode fonts can not be selected via the control panel.*

3. Press the Condensed button to turn the condensed mode on or off.